

STEERING COMMITTEE OF THE CALIFORNIA BAY-DELTA PUBLIC ADVISORY COMMITTEE

Draft Description

1. Official Designation

The Steering Committee is an official subcommittee of the California Bay-Delta Public Advisory Committee (BDPAC). BDPAC is a federally chartered and formal state advisory committee to the CALFED Bay-Delta Program. The Steering Committee operates under BDPAC as a formal state advisory committee and adheres to state open meeting requirements.

2. Mission/Purpose

The purpose of the Steering Committee is to provide advice and guidance to the BDPAC regarding coordination and management of BDPAC and its subcommittees. The Steering Committee reports directly to BDPAC.

3. Role and Responsibilities

The role and responsibilities of the Steering Committee are solely advisory and include:

- Provide guidance to subcommittees and BDPAC on priorities, CALFED Program performance, balance and integration;
- Coordinate subcommittee progress on priorities;
- Exchange information between subcommittees and BDPAC;
- Assist with management of BDPAC and subcommittees.

4. Outcomes

The expected outcomes from Steering Committee activities include:

- Ensure effective communication and information exchange between subcommittees and BDPAC;
- Ensure subcommittees and BDPAC stay on track relative to their respective priorities and schedules;
- Ensure effective management of subcommittees and BDPAC.

5. Membership/Participants

The Steering Committee is co-chaired by BDPAC chair, Gary Hunt, and vice chair, Denny Bungarz. Members shall include co-chairs from each of BDPAC's subcommittees and other Committee members appointed by the chair.

The role of the Steering Committee co-chairs includes the coordination and facilitation of the Subcommittee and interested members of the public. The co-chairs also act as liaisons between BDPAC and the Steering Committee by communicating information and guidance.

6. Decision Making

The Steering Committee will use a collaborative approach in developing recommendations to BDPAC. Action items and major outcomes from each Steering Committee meeting will be summarized and distributed to interested parties.

7. Frequency and Location of Meetings

The Steering Committee will meet as frequently as needed. Meetings may be held in Sacramento or in other locations that BDPAC meets.

8. Subgroups

Informal subgroups of the Steering Committee may be formed on an as needed basis to accomplish specific tasks. The subgroups and their meetings will be open to all interested parties. The subgroups will report back to the Steering Committee at regularly scheduled meetings.

9. Resources

Resources that are available to the Steering Committee include the BDPAC coordinator and facilitator, CALFED Bay-Delta Program Director and staff. Additional resources will be needed for the Steering Committee to meet its responsibilities and outcomes. This will include resources such as technical support, outreach and participation and other needs to ensure the effectiveness of the Steering Committee.

10. Communication/Outreach

The Steering Committee will use a number of forums for communication. Meeting notices, agendas and reports, including meeting summaries, will be distributed via e-mail to BDPAC members and interested parties. Materials will also be posted on the CALFED Program's website <http://calfed.ca.gov> and mailed to interested parties. Other forms of

communication will include general Program written materials and personal communications with Program and agency staff and consultants. General information is also available from the offices of the CALFED Bay-Delta Program (916) 657-2666.

11. Changes

The Steering Committee will remain in existence until it has accomplished its stated objectives, the Committee's work becomes obsolete, the cost of operations are excessive in relation to the benefits, or until the BDPAC charter expires.